

## **GLOSSARY**

### **Alcohol and Drug Control Officer (ADCO)**

The person having staff responsibility for implementing, operating, and monitoring the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) at MACOM, installation, or major tenant unit level.

### **Alcohol and Drug Abuse Prevention and Control Program (ADAPCP)**

A manpower conservation program that includes prevention, identification, education and rehabilitation services. The ADAPCP is responsive to the chain of command and supports the morale, safety and combat readiness of the Army.

### **Aliquot**

A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

### **Chain of Custody**

Procedures to account for the integrity of each urine specimen or aliquot, by tracking, handling, and storing from point of specimen collection to the final disposition of the specimen. Documentation of this process must include the date and purpose each time a specimen or aliquot is handled or transferred and identification of each individual in the chain of custody.

### **Confirmation**

The process of using a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

### **District/Field Operating Activity Drug Program Coordinator (District/FOA DPC)**

The person responsible for administration of the drug testing program at the District or FOA level. Duties include arranging for collection of specimens and notifying supervisors when employees are selected for testing. (NOTE: The DPC at HNC, WRSC and TAC will perform these duties for their respective organizations.)

### **Division/Major Subordinate Command Drug Program Coordinator (Division/MSD DPC)**

The person responsible for administration of the drug testing program at the Division/MSD level. Duties include maintenance of the TDP roster; random selection of employees for testing; and serving as agency point of contract for the Medical Review Officer. (NOTE: The HECSA DPC will perform these functions for the random testing pool made up of HQUSACE, HECSA, 249<sup>th</sup> Battalion, TAC, HNC, and WRSC employees.)

**Drug Abuse**

The illegal, wrongful, or improper use of any narcotic substance or its derivative, cannabis or its derivative, other controlled substances or dangerous drugs. This includes the improper use of drugs prescribed by a physician.

**Drug Program Administrator**

The individual who is responsible to the ADCO for civilian aspects of the ADAPCP.

**Drug Testing Pool**

All TDP employees within a particular Division/MSC (or equivalent). Names of employees from the pool are randomly selected for testing.

**Employee Assistance Program (EAP) Provider**

The individual who conducts diagnostic interviews and makes referrals to community resources. EAP services are provided by in-house resources, contract personnel, or through a consortium of Federal agencies.

**Follow-up Testing**

Unannounced testing which may be administered during or after counseling or rehabilitation. It is not to be confused with testing which is undertaken as part of rehabilitation or counseling (i.e., rehabilitation testing). Only verified results of follow-up testing may be used to support a disciplinary or adverse action.

**Initial Test**

A screening test to identify those specimens that are negative for the presence of drugs or their metabolites. When negative, these specimens need no further examination and need not undergo a more costly confirmation test.

**Medical Evaluation**

Examination of an individual by a physician to determine whether there is evidence of alcohol or other drug abuse or dependency.

**Medical Review Officer (MRO)**

A licensed physician responsible for receiving laboratory results generated from a drug test who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate employee/applicant confirmed positive test results together with their medical histories and any other relevant biomedical information.

**Random Testing**

Testing which occurs without suspicion that a particular individual is using illegal drugs. (See paragraph 6.f.)

**Reasonable Suspicion**

An articulable belief that an employee uses illegal drugs or misuses alcohol drawn from specific and particularized facts and reasonable inferences from those facts. (See paragraph 6.a.)

**Testing Designated Position (TDP)**

A position identified by the Army in AR600-85 or additional positions identified by USACE IAW AR 600-85, 5.14.c. as having critical safety or security responsibilities related to the Army mission.

**Testing Designated Position (TDP) Roster**

A list of TDP employees within a division or other designated organization(s).

**Verified Positive Test Result**

A positive test result for which the MRO determines there is no medical justification.